

2003
ASSESSOR CERTIFICATION EXAMINATION SCHEDULE

Level 1, Level 2, Home Study Courses & Personal Property Examinations

Below is the schedule for the 2003 assessor certification examinations. Allow additional time for finding the exam location, parking and checking in. There will be one exam session and that session will start at **1:00 p.m. PLEASE REGISTER 15 MINUTES PRIOR TO START OF EXAM.**

Examinations are to be written successfully in sequential order (i.e., you must pass level 1 before writing level 2, etc.). There is a 90-day waiting period between writings of the same level of exam.

NO ON-SITE REGISTRATIONS! Early pre-registration will guarantee an examination seat. If the exam roster is filled, or if there is a schedule change, you will be notified.

No. 2 or 2 1/2 soft lead pencils and a **SILENT** battery operated calculator are **REQUIRED** for the exam. Scratch paper will be provided. **BOOKS, NOTES AND OTHER MATERIAL ARE NOT PERMITTED!**

REGISTRATION DEADLINE: THREE WEEKS IN ADVANCE--NO REFUNDS--TRANSFERS ALLOWED ONLY IF REQUEST IS MADE MORE THAN TWO WEEKS PRIOR TO EXAM DATE. NO OVER THE PHONE REGISTRATIONS!

IF YOU DO NOT RECEIVE CONFIRMATION 2 WEEKS PRIOR TO THE EXAM PLEASE CALL THIS OFFICE TO BE SURE THERE WILL BE AN EXAM THERE FOR YOU. IT IS VERY IMPORTANT THAT YOU REGISTER 3 WEEKS IN ADVANCE.

Examinations may be taken at the Lansing office of the State Assessors Board by appointment only, phone (517) 373-8320.

<u>DATE</u>	<u>CITY</u>	<u>LOCATION</u>
February 6	Lansing	Ingham Co. Resources Facility Conference Room B, 2 nd Floor 5303 S. Cedar (517) 676-7312
April 10	Novi	Novi Civic Center Multi-Purpose Room 45175 10 Mile Rd. (248) 347-0492
May 8	Kalamazoo	Kalamazoo Valley Community College 6767 W. "O" Avenue Room 1510 Front Parking Lot-Tower Entrance (269) 372-5000
June 20 (Friday)	Traverse City	Waterfront Inn 2061 US 31 North (231) 938-1100
July 10	Marquette	Holiday Inn 1951 US-41 West Iron & Copper Room (906) 225-1351

O V E R

REGISTRATION FOR ASSESSOR CERTIFICATION EXAMINATION (110-94-106)

(Please print or type)

Name _____ Check exam requested: _____
Mailing address _____ Level 1 _____
City _____ Zip _____ Level 2 _____
Local Unit _____ Personal property _____
County _____ Home Study Course by name _____
Telephone no. (____) _____ Exam date _____
(between 8:00 - 5:00) _____
Exam location _____

Have you attended a community college _____. If you answered yes, what community college have you attended _____.

Drivers license no. _____

Enclose \$25 examination fee--check or money order payable to: **STATE OF MICHIGAN.**
Return fee and registration to: State Assessors Board, 430 West Allegan Street,
Treasury Building, Lansing, MI 48922

Individuals with disabilities needing accommodations for effective participation in the meeting should contact Barb Duncanson/Joan Peoples at (517) 373-8320. Hearing-impaired individuals may call the Michigan Relay Center at 1(800) 649-3777 or (517) 373-9419 (TDD) a week in advance to request mobility, visual, hearing, or other assistance.

August 7	Lansing	Ingham Co. Human Resources Facility 5303 S. Cedar Conference Room A, 2nd Floor (517) 676-7312
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September 2	MAA South East School	Holiday Inn Fairlane Dearborn** 5801 Southfield Service Dr Detroit, MI (313) 336-7037
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**** Location subject to change per Michigan Assessor Association.**

September 16	Grand Rapids MAA School	Grand Rapids Crown Plaza 4747 28th Street S.E. (888) 957-9575
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October 7	Gaylord MAA School	Sylvan Treetops Resort 3962 Wilkinson Road
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November 6	Novi	Novi Civic Center Multi-Purpose Room 45175 10 Mile Rd. (248) 347-0492
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December 11	Lansing	Ingham Co. Resources Facility Conference Room B, 2 nd Floor 5303 S. Cedar (517) 676-7312
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